

United States Government

Department of Energy
Oak Ridge Operations Office

memorandum

DATE: June 27, 2001

REPLY TO:
ATTN OF: AD-442:Stephenson


SUBJECT: **PREVENTIVE HEALTH SCREENINGS**

TO: All ORO, OSTI, and YAO Employees

Secretary Abraham recently issued a statement in support of Employee Work Life Programs to direct that all Department of Energy (DOE) employees are to be granted up to 4 hours of excused absence each year in order to participate in preventive health screenings. DOE Directives will be modified soon to reference this new authority. In the interim, the Office of Management and Administration, Headquarters, has provided the following guidance for implementation.

Absence from the work site due to health screenings, should be recorded as "excused absence," formerly termed "administrative leave," under time and attendance code "060." When Standard Form 71, Request for Leave or Approved Absence, is used, employees should record the reason for the absence in the appropriate comment space. Requests for absence for preventive health screenings are subject to prior approval similar to requests for annual leave or sick leave for medical appointments. The period of time in which the 4 hours of excused absence may be used is 1 leave year; unused leave may not be accumulated from 1 leave year to the next. Examples of preventive health screenings include, but are not limited to, screening for prostate, cervical, colorectal, and breast cancer; sickle cell anemia; blood lead level; and blood cholesterol level; immune system disorders, such as HIV; and blood sugar level testing for diabetes.

Questions regarding administration of local leave policies or practices should be directed to your Human Resources Specialist.



Melanie M. Kent, Chief
Personnel and Management
Analysis Branch